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**City Council Work Session Minutes  
Council Rules Review**

**Monday, October 12, 2020  
5:00 p.m., Conference Room**

***Minutes are unofficial until approved by Council.  
Council approved minutes as presented October 26, 2020.***

**1. ROLL CALL:**

Mayor Peter Truax called the work session to order at 5:00 p.m. via Webex Video Conference.

**COVID-19:** Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the **City Council conducted the Work Session remotely by video conferencing.** The meeting was remotely video conferenced by City Recorder Ruggles at the Community Auditorium.

**ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY:** Kristy Kottkey; Timothy Rippe; Mariana Valenzuela; Adolph "Val" Valfre; Elena Uhing; Malynda Wenzl, Council President; and Mayor Peter Truax.

**STAFF PRESENT ATTENDED BY WEBEX REMOTELY:** Jesse VanderZanden, City Manager (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); and Anna Ruggles, City Recorder (in the Community Auditorium).

**2. WORK SESSION: COUNCIL RULES**

VanderZanden reported the purpose of the work session was a follow-up to the Council mini-retreat held on September 11, 2020, noting the retreat focused on the roles and responsibilities of the Mayor, Council President, and Councilors; how these are embodied in the City Charter, Council Rules, Team Agreement, Goals and Objectives, and City Council Orientation; and how these documents are interrelated, amended, and approved. VanderZanden reported staff is providing a framework for the Council to discuss rule changes that will assist in the conduct of business. At the mini-retreat, the Council reached consensus on the following items:

- The Team Agreement (Attachment 3 of the staff report) is redundant and sections in the Team Agreement not in the Council Rules (Attachment 1 of the staff report) should be reviewed for possible inclusion into the Council Rules. Once complete, the Team Agreement would cease.
- The City Council Orientation (Attachment 4 of the staff report) should contain no items that are not expressly contained in the City Charter or Council Rules. Items in the Orientation that are past practice should be reviewed for possible inclusion in the Council Rules.
- The 2017 League of Oregon Cities (LOC) Model Council Rules (Model) (Attachment 2 of the staff report) serve as a good starting point for Council Rule revisions.

- The revision process should include the entire Council at the onset. A possible subcommittee could be considered in the future.
- The focus is on the Council Rules unless a proposed rule is inconsistent with the Charter.
- The review process should start with issues where there was a general consensus.

In addition, VanderZanden reported staff proposes the Council initially hold four successive work sessions of 30 minutes each in October and November, noting staff estimates the time to complete this effort is between 2-6 hours of work session time, depending upon Council deliberation, followed by 1-2 hours of regular Council meeting time. VanderZanden noted the Council Rules review was not anticipated and is not in the Council Goals and Objectives for 2020-2021; however, the review is most closely associated with Goal 4, *Improve Internal and External Communications and Engagement*. As a result, items within that goal may be delayed should the Council choose to move forward with this effort. VanderZanden suggested, should Council move forward, the Council consider one of two options:

- Add a new objective, Objective 4.5, to Goal 4: “*Update Council Rules to clarify roles, responsibilities, and communications*” and to adjust the time frame for 4.3 and 4.4 from 1 year to 2 years.
- Remove and/or clarify Objectives 4.3 and 4.4. Notwithstanding clarification, staff believes these objectives have already been achieved.

In conclusion of the above-noted staff report, VanderZanden advised the Goals and Objectives can be revised by a voice vote during Council Communications or added to the agenda as a proposed resolution. In addition, each work session will focus on a section of Council Rules (see below), starting with those rules where there was broad consensus. If the effort is not complete at the end of the final work session, the Council can determine whether to continue the process or consider a subcommittee.

### **Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued as Council reviewed and discussed each of the following proposed rule revisions outlined below. VanderZanden explained additional rule revisions not listed below or in the staff report will be addressed after Council has progressed through the process. VanderZanden noted all proposed rule revisions are based on the LOC 2017 Model (Attachment 2 of the staff report). The following template was provided:

- Regular text indicates existing Council Rule language.
- **Bold** text indicates proposed new Council Rule language.
- ~~Strikethrough~~ indicates proposed deleted existing Council Rule language.
- **Red** text indicates provisions from the Team Agreement.
- **Blue** text indicates past practice guidelines from the City Council Orientation.

### **OCTOBER 12 WORK SESSION: COMMUNICATION**

1. The Council Rules do not have an introduction that contextualizes the purpose for the Council and the public. Staff proposes to include an introductory statement, modeled after the Model.

## INTRODUCTION

In Oregon, many city charters, including Forest Grove, require a city council to establish rules of procedure for how council meetings will be governed, how appointments will be made and how council members are to interact with other councilors and city staff. The City Charter is the foundation for city governance; the Council Rules put it into practice.

Establishing rules of procedure for council meetings has several benefits. First, it allows for meetings to be run in an efficient and consistent manner. Second, it allows for the council and residents to debate matters of public concern in a courteous and respectful manner that lessens the likelihood of discontent and friction. Third, rules provide guidance to council members on how they are to interact and engage with councilors, city employees and members of the public. Fourth, rules of procedure ensure continuity and stability during transition years when new members of the council are elected to office.

Council rules are not exhaustive and council members should work together in good faith to identify areas in which rules are needed. City councils have a lot of discretion in determining how to conduct their business and can exercise their inherent discretion in crafting a set of rules that match their community's culture, needs and values.

***At the conclusion of the above review, Council collectively concurred to incorporate an introduction statement to the Council Rules as outlined above.***

2. The Council meeting end time is included in the Team Agreement but not in the Council Rules. The change below would incorporate the end time into the Council Rules.

## SECTION 3 – COUNCIL MEETINGS

- 3.1 Regular Meeting (Charter, Section 11) - The City Council will meet in regular session on the second and fourth Mondays of each month at **from 7:00-9:30 p.m.** in the Community Auditorium, 1915 Main Street, or at another place in the City which the Council designates. **The express approval of a majority of a quorum of the Council is necessary to extend the regular session past 9:30 p.m.**

***At the conclusion of the above review, Council collectively concurred to incorporate additional language bold/underlined as outlined above.***


In conclusion of the above-noted review and Council discussion, VanderZanden explained the additional rule revisions outlined in the staff report will be addressed at a subsequent work session. VanderZanden advised staff will bring back a proposed resolution to consider adopting the above-noted two revisions for consideration at the next regularly scheduled Council meeting.

Council took no formal action nor made any formal decisions during the work session.

3. **ADJOURNMENT:**

Mayor Truax adjourned the work session at 5:26 p.m.

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder